



Chicago Metropolitan
Agency for Planning

eTIP User Training

Mapping Projects and Attaching Documents

April 2017

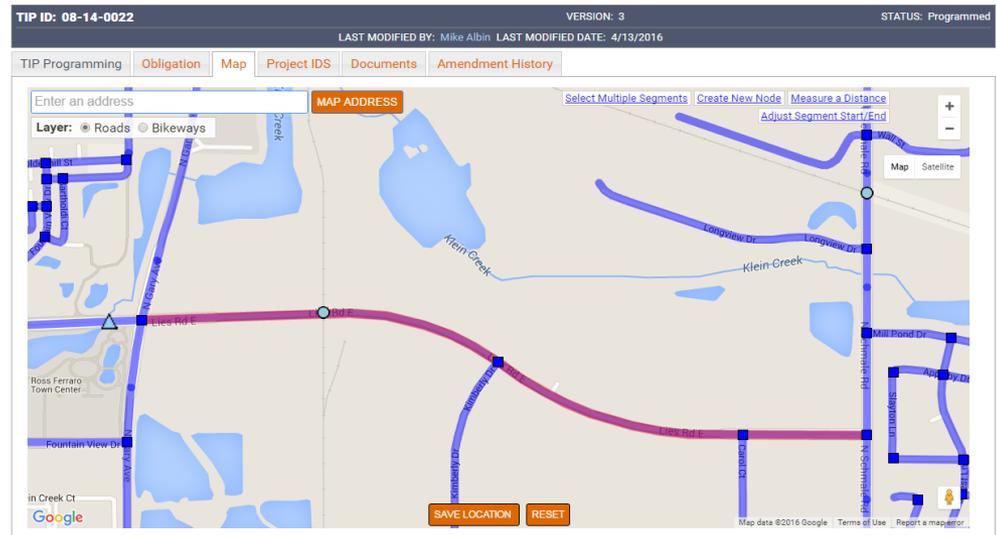
PROJECT INFORMATION: MAP



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Map – Overview

- Google maps background
 - Google search for address, city, etc.
 - Zoom in/out
 - Map, satellite, and street views
- Separate Roads++ and Bikeways layers
- Custom tools
 - Select features
 - Create nodes
 - Measure
 - Adjust segments
- Mini-Session Topic: Monday, April 10 at 1:30 pm



Map – Required Projects

- All projects must be mapped, except:
 - Transit projects are auto-map based on selected line(s)
 - New roads/extensions that do not exist
 - Various locations that are not defined, or too numerous to make sense
 - Off-road bike/ped that are not part of regional system
 - Vehicles, operations, non-infrastructure
- If can't map project in eTIP, attach documents showing location

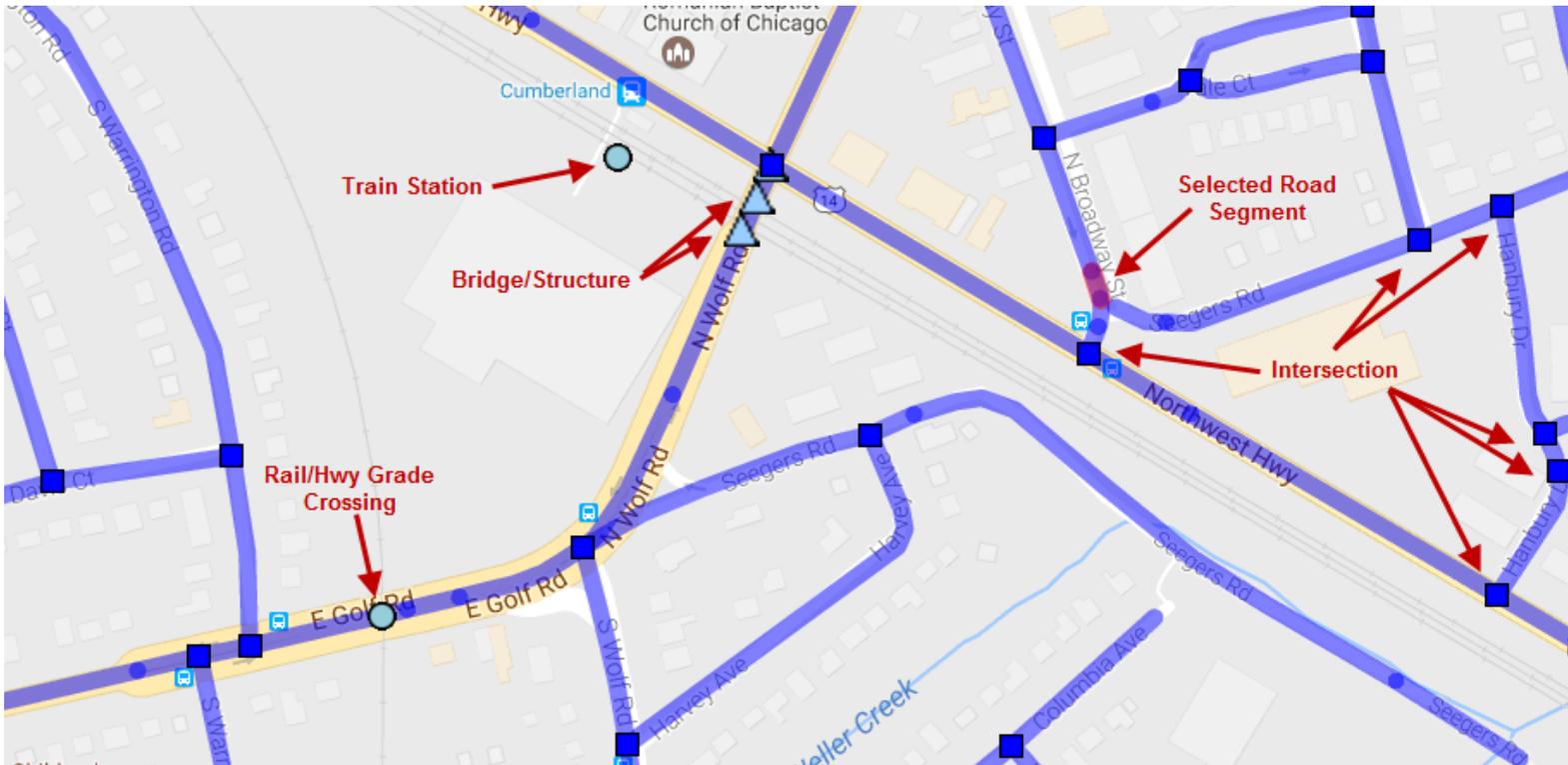


Map - Layers

- Roads Layer
 - Highway Segments: IDOT IRIS segments (line)
 - Intersection Nodes: IDOT IRIS points (square)
 - Bridges/Structures: IDOT ISIS points (triangle)
 - Transit Stops and Stations: CMAP modified service board data (circles) – omitted within 500' of intersections
 - Rail Stations, Yards, Crossings: CMAP data (circles) – omitted within 500' of intersections
- Bikeways Layer
 - Regional Greenways & Trails Plan (2009) line segments

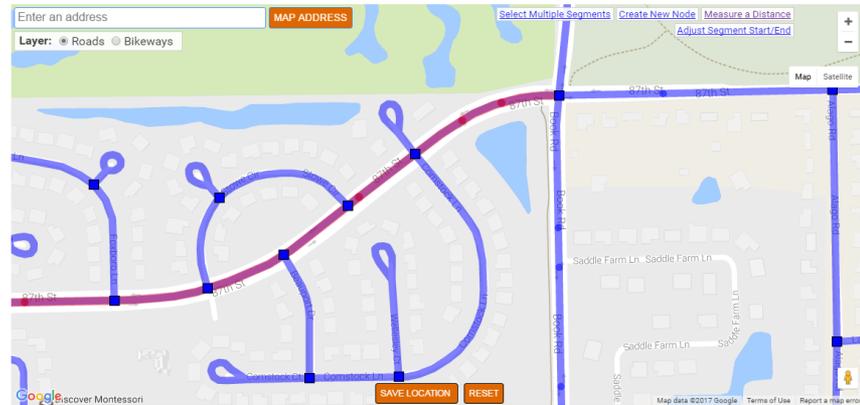


Map - Symbols



Map – Zooming In

- Auto-zoom to general area based on first location line (if possible)
- Use address search box (Google maps based)
- Select layer
- Zoom in until segments/features appear
- In areas with short segments, zoom in further



Map – Selecting Roads

- Click on each individual segment
- Generally segmented by changes in roadway characteristics (median, pavement, speed, etc.)
- Watch for short segments (especially around intersections, interchanges, and bridges) – don't leave gaps!



Map – Selecting Intersections

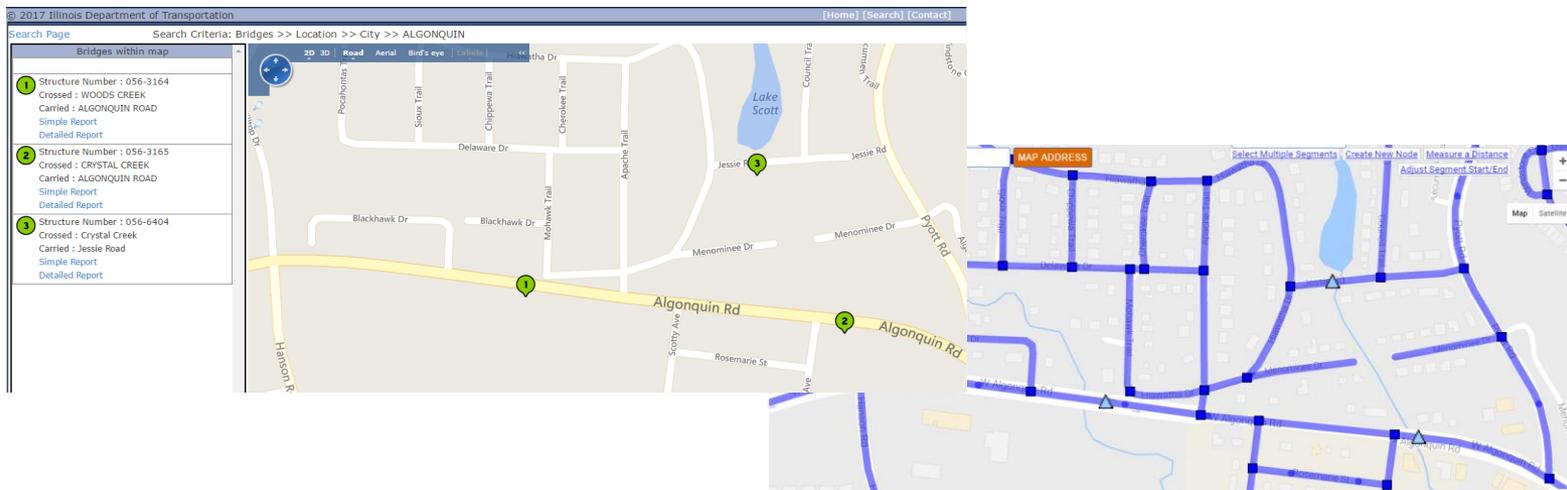
- For facilities/projects that also have additional work at specific intersections, select the segments *and* intersections within those limits
- For intersections that have work beyond the intersection, select the intersection(s) *and* the continuing segment(s)



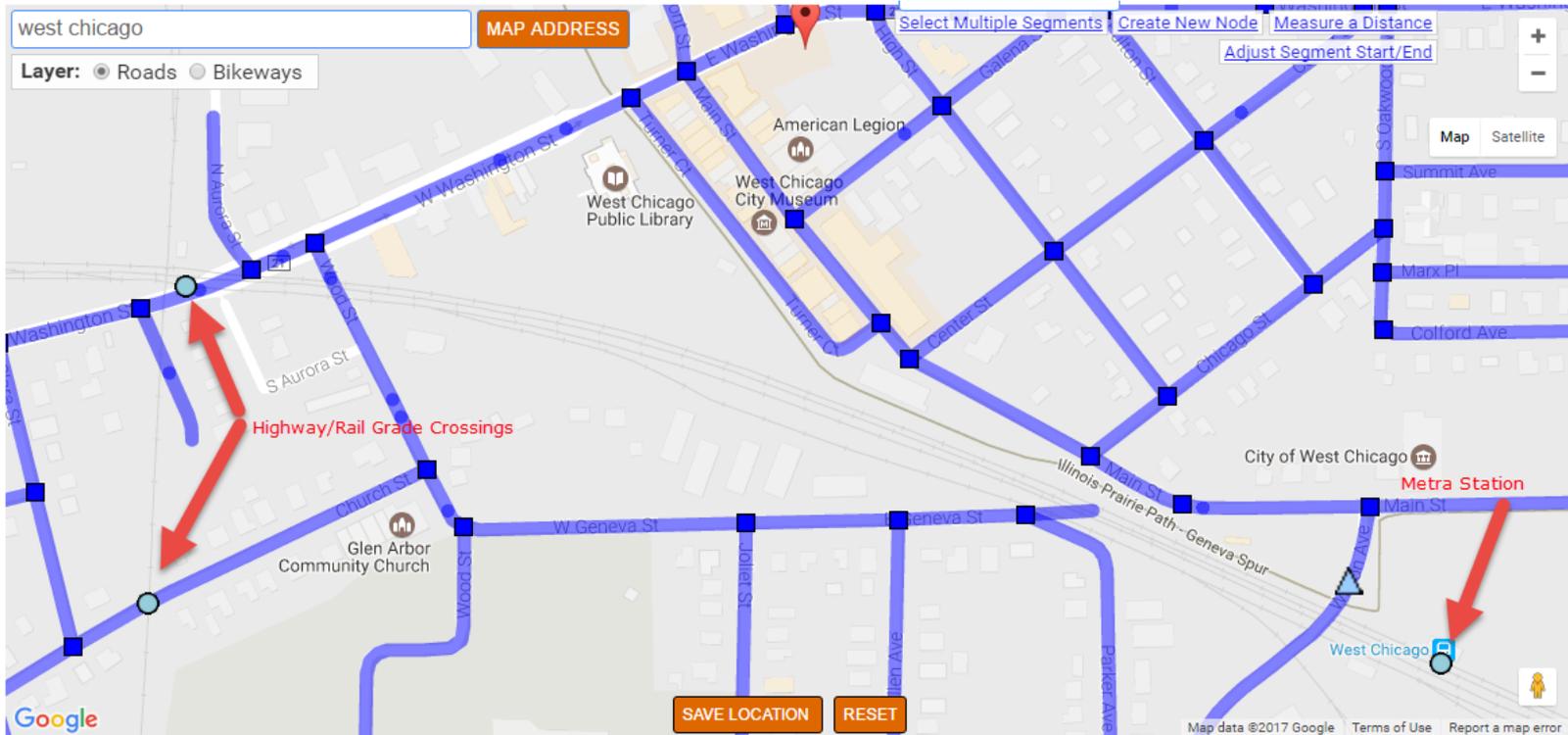
Map – Selecting Bridges

- Locations may not appear logical (structure end)
- IDOT website: locations same as eTIP – check description to verify

<http://apps.dot.illinois.gov/bridgesinfosystem>



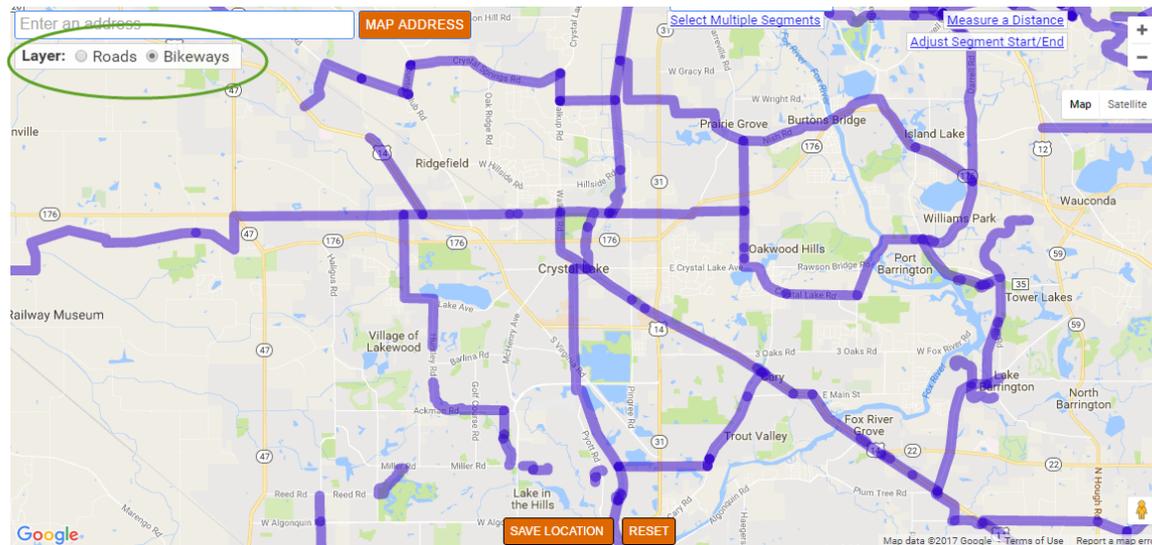
Map – Selecting Transit/Rail points



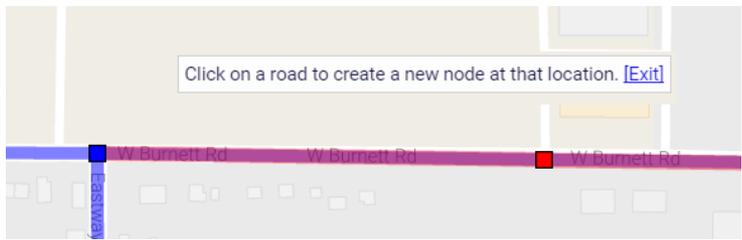
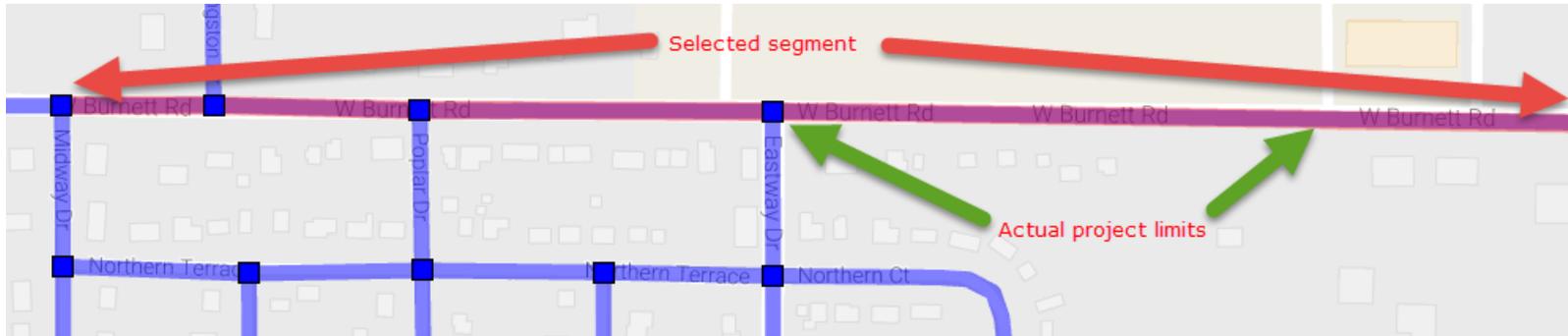
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Map – Selecting Bikeways

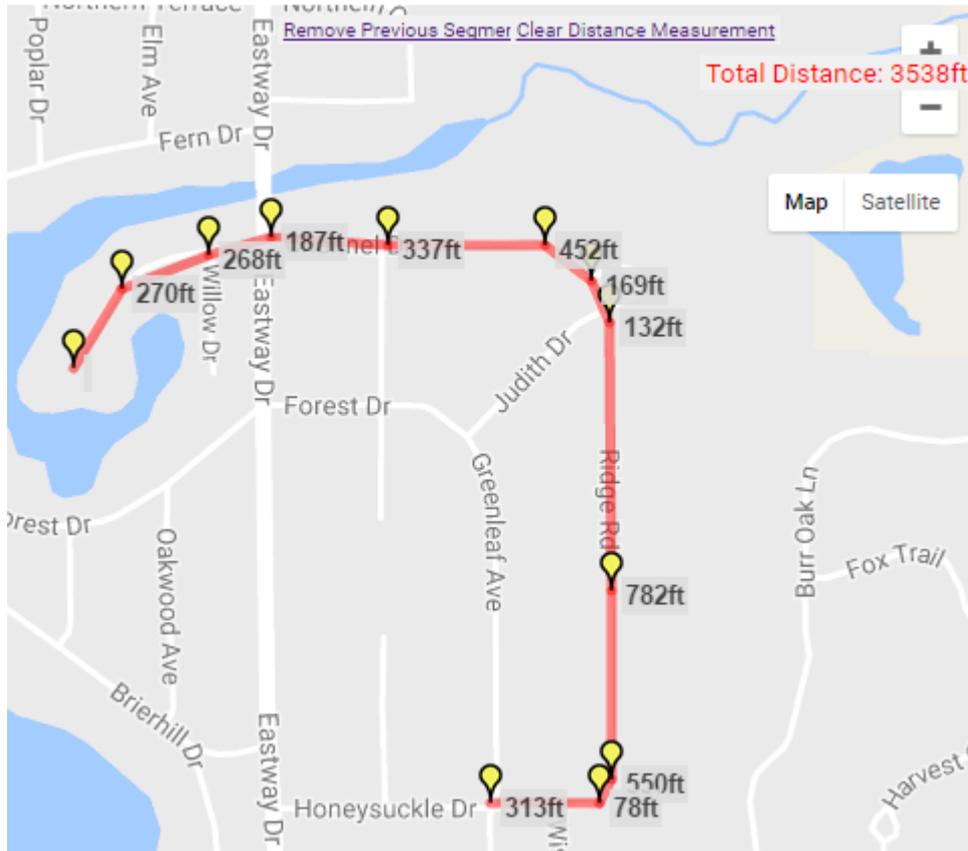
- On/Near Road: Select Road
- Off-Road: Select from Bikeways layer
 - If not included, attach a map on the documents tab



Map – Adjusting Segments or Adding Nodes



Map - Measuring



- Use to complete length fields on TIP Programming form
- Remember for distances shown in feet on the map, divide by 5,280 to calculate miles



Map – Do's and Don't's

- Do update the map if you've changed the information in the Location section of the TIP Programming form
 - Do zoom in enough to prevent leaving gaps
 - Do adjust segment endpoints and add nodes where appropriate
 - Do select all locations described on the TIP Programming tab
 - Segments
 - Intersections
 - Bridges/Structures
 - Don't select every intersection for linear projects, only those with specific work
 - Don't select adjacent segments for projects "at" an intersection
-



Map – Other notes

- Maps can be added/updated at any time and are not an amendment
- Maps must be saved on the Map tab
- Maps are included in the public site project overview and amendment reports



PROJECT INFORMATION: DOCUMENTS



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Documents - overview

- eTIP is a place to store project-related documents
 - Cost changes/estimates
 - IDOT Forms
 - Project information (especially if the description/location is not clear in the TIP Programming form)
 - Project Milestones
 - Public Involvement/Media Coverage
- Helps State and Federal review agencies better understand the project and can speed up approvals
- Mini-Session Topic: Monday, April 10 at 1:30 pm



Documents - overview

- Anyone can attach files related to projects
- Can only delete files you uploaded
 - (X to right of file)
- Technical, applications, correspondence, media/public info.
- Currently only available to view on secure site – select files on public site in future



Documents - Viewing

TIP ID: 01-02-0030 VERSION: 3 STATUS: Programmed

LAST MODIFIED BY: Grant Davis LAST MODIFIED DATE: 4/1/2016

TIP Programming | **Obligation** | Map | Project IDS | Documents | Amendment History

Project Document

DOC DATE	DESCRIPTION	TYPE	FILE SIZE	UPLOADED BY	UPLOADED ON	
11/23/2015	Cost Change Request/ Approval Documentation	Cost Change Request/ Approval Documentation ▼	1KB	JEN	11/23/2015	✕
11/23/2015	Cost Change Request/ Approval Documentation	Cost Change Request/ Approval Documentation ▼	1KB	JEN	11/23/2015	✕
11/23/2015	Cost Change Request/ Approval Documentation	Cost Change Request/ Approval Documentation ▼	1KB	JEN	11/23/2015	✕
11/23/2015	Funding Program Application	Funding Program Application ▼	1KB	JEN	11/23/2015	✕
6/1/2016	TDC commitment request letter: CDOT to IDOT	Trans Dev Credits Request/Approval ▼	1219KB	KAMA DOBBS	6/1/2016	✕
2/18/2016	FTA Grant Application/Approval/Revision	FTA Grant Application/Approval/Revision ▼	39KB	JMADDUX	6/1/2016	✕
2/26/2016	FTA Grant Budget Revision	FTA Grant Application/Approval/Revision ▼	25KB	JMADDUX	6/1/2016	✕
12/12/2014	Schedule Change Request	Cost Change Request/ Approval Documentation ▼	48KB	AVILLAGRAN	6/2/2016	✕
2/20/2015	Approval	Cost Change Request/ Approval Documentation ▼	1KB	AVILLAGRAN	6/2/2016	✕
2/20/2015	Financial Summary Approved	Cost Change Request/ Approval Documentation ▼	7KB	AVILLAGRAN	6/2/2016	✕
1/11/2016	Financial Summary Approved	Cost Change Request/ Approval Documentation ▼	7KB	AVILLAGRAN	6/2/2016	✕
6/14/2016	TDC request letter (#2): CDOT to IDOT	Trans Dev Credits Request/Approval ▼	50KB	KAMA DOBBS	6/20/2016	✕
6/14/2016	FTA Grant Application/Approval/Revision	FTA Grant Application/Approval/Revision ▼	29KB	KAMA DOBBS	6/20/2016	✕
6/28/2016	TDC Approval (IDOT Memo)	Trans Dev Credits Request/Approval ▼	57KB	KAMA DOBBS	7/6/2016	✕

[UPDATE TYPE\(S\)](#)

CONTACT CMAP 2.55s EMAIL ETIPHHELP@ECOINTERACTIVE.COM



Documents – Uploading

- Click on Cloud icon
- Enter the document date
- Enter short description or file name
- Select the type of document
- Click “Choose File” to open your computer’s files
- Repeat for up to 6 files at a time
- Click “Upload Selected” to attach
- Wait until the screen refreshes before moving on



Documents - Uploading

TIP Programming | Obligation | Map | Project IDS | **Documents** | Amendment History

Project Document 📄

No Documents Uploaded To This Project.

CONTACT CMAP 2.75s EMAIL ETIPHELP@ECOINTERACTIVE.COM

Upload Project Documents

Enter A Description And Then Select The Document You Want To Upload By Clicking On The "Choose File" Button.

Document Date	Document Description (Optional)	Document Type	Filename
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
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GETTING HELP Q&A



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Additional Training

- Mini-Sessions
 - *Understanding Program, Project, and Amendment Versions and Status | Monday, April 10 at 9:00 am*
 - *Using the eTIP Public Website | Monday, April 10 at 10:30 am*
 - *Generating, Reading, and Understanding Financial Constraint Reports | Thursday, April 13 at 9:00 am*
 - *Understanding Obligation Information (for non-transit users) | Thursday, April 13 at 11:00 am*
 - *Completing the TIP Programming Form | Friday, April 14 at 9:00 am*
- Review Agency Training | TBD in Springfield



Getting Help - CMAP

- CMAP Staff

Kama Dobbs | 312-386-8710 | kdobbs@cmmap.illinois.gov

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Barbara Zubek | 312-386-8836 | bzubek@cmmap.illinois.gov

- CMAP website: TIP Programmer Resources

<http://www.cmap.illinois.gov/programs-and-resources/tip/tip-programmer-resources>

